

Casino employment starts with a phone call to the personnel office of the casino where you want to work. Most casinos have a recorded message that gives information on job openings and tells you if the position requires a license.

If you need a license or registration, you must file an application with the Casino Control Commission (Commission) and undergo an investigation by the Division of Gaming Enforcement (DGE).

You may be required to obtain a casino key employee license, a casino employee license or a casino service employee registration depending on the type of employment you want. Some casino hotel jobs do not require any license or registration. Before you receive your license, you must produce sufficient documentation to prove that you are a New Jersey resident.

Legalized casino gaming in New Jersey maintains integrity, public confidence and trust under a system of control and regulation. Through the licensing process, the state conducts background evaluations to determine your good character, honesty and integrity.

You must provide all of the required information, records and other documents to the Commission and the DGE. Providing that information completely and promptly will speed up the processing of your application.

You must swear that the answers you give are true and that, to the best of your knowledge, all of the answers are correct. If you provide false information, your license may be denied and you may be charged with the crime of false swearing.

Division of Licensing: (609) 441-3015

DGE Fingerprinting: (609) 441-3050

You may obtain license application forms from the commission's web site at [www.state.nj.us/casinos](http://www.state.nj.us/casinos) or by phone or in person. Call (609) 441-3015 to have an application form mailed to you or visit the

Casino Control Commission  
Tennessee Avenue & Boardwalk  
Atlantic City, New Jersey 08401  
Monday-Friday, 8:15 a.m. - 5:00 p.m.

To complete the application, you must:

- ◆ **Review and answer all questions completely.**
  - ◆ **Provide one of the following:**
    - ◆ U.S. passport
    - ◆ Certificate of U.S. Citizenship
    - ◆ Certificate of Naturalization
    - ◆ Current identification card issued by the U.S. Department of Justice, Immigration and Naturalization Service (INS)
- If none of the above is available, two of the following current and valid documents will be accepted:
- ◆ U.S. birth certificate
  - ◆ State issued driver's license
  - ◆ U.S. military identification card
  - ◆ Identification card issued by federal, state or local government
  - ◆ Foreign passport with a proper INS authorization
  - ◆ Valid casino or casino key employee license, casino service registration or an expired casino or casino key employee license issued after 1998
- ◆ **Complete the Statement of Truth and the Release Authorization Form** and sign them in the presence of a Notary Public. The commission can provide notary service at no additional cost to you.
  - ◆ **File the completed application with the appropriate fee.**
  - ◆ Provide proof of employment authorization status if you are not a U.S. citizen.
  - ◆ **Be fingerprinted.** Call (609) 441-3050 for an appointment with the DGE to be fingerprinted at no charge.
  - ◆ Request instructions if you are out of state and wish to be fingerprinted by a local law enforcement agency.

License fees must be paid **ONLY** by check or money order made payable to: **Casino Control Fund.**

- ◆ **Initial Casino Key employee:** \$750 deposit with a total fee up to \$4,000 (*valid for 2 years*)\*.
- ◆ **Renewal Casino Key Employee:** \$750 (*valid for 4 years*)\*\*
- ◆ **Initial Casino Employee:** \$350 (*valid for 3 years*)\*
- ◆ **Renewal Casino Employee:** \$250 (*valid for 4 years*)\*\*
- ◆ **Casino Service Registration:** \$60 (*valid for life*).

*\*A casino may request a temporary license for an applicant.  
\*\*Commission regulations require renewal applications to be filed 5 months prior to expiration of the license.*

Upon request by a casino hotel, casino service employee registrations are issued within 2 days. Applications for casino employee licenses take about 2 to 6 weeks to process if there are no problems. Applications for casino key employee licenses take about 4 to 5 months to process if there are no problems. A temporary license can be issued within 2 weeks from the date an application is filed.

It may take several months to process an application if the DGE discovers problems, such as bad credit, an outstanding warrant for arrest, a criminal record or other negative factors. *For inquiries as to the status of your investigation, call the DGE at (609) 984-7217.*

- ◆ If you are employed by a casino hotel and hold a valid license or registration, you may be able to have your license or registration mailed to you. For information, call (609) 441-3017.
- ◆ Your current address and telephone number are essential. It is important that you promptly notify the Commission in writing of any change in address.
- ◆ If you own or operate a business and would like to do business with the casinos, call the Enterprise License Unit at (609) 441-3000.

- ☐ **Call casino hotel personnel offices and find out about job openings.**
- ☐ **Determine what kind of license or registration, if any, is required for the available position.**
- ☐ **Phone or visit the Commission to request a license application or access the Commission's web site at *www.state.nj.us/casinos*.**
- ☐ **Review and answer the questions on the license application form.**
- ☐ **Produce the proper identification.**
- ☐ **Complete the *Statement of Truth* and the *Release Authorization Form*.**
- ☐ **Sign the *Statement of Truth* and the *Release Authorization Form* in front of a Notary Public and have both forms notarized.**
- ☐ **Make check or money order payable to the *Casino Control Fund*.**
- ☐ **File the application and the appropriate fee with the commission.**
- ☐ **Make a fingerprinting appointment with the DGE.**
- ☐ **Appear for the fingerprinting appointment at the date and time specified.**

◆ **Conflict of Interest:** If within the last two years, you or any member of your immediate family or household have worked for the State of New Jersey or have held certain positions in Atlantic City government, you may be prohibited by the New Jersey Conflict of Interest Law from working in a casino hotel. For further information, contact the ***Executive Commission on Ethical Standards, 28 West State Street, P.O. Box 082 Trenton, New Jersey 08625-0082 or phone (609) 292-1892.***

◆ **Search and Seizure:** By accepting licensure or registration, you are subject to warrantless searches of your person and your personal belongings by the DGE while you are present in a casino hotel.

◆ Information provided on your license application or any information uncovered by the Commission or the DGE is confidential. The information can only be revealed to a duly authorized law enforcement agency or in the administration of the Casino Control Act.

◆ New Jersey casinos are equal opportunity employers.



**NJCCC**  
New Jersey Casino Control Commission

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**Employee**  
**Licenses**

**What to Know**  
**&**  
**What to Do**